

# Instructions to Applicants

## Percolation & Deephole Soils Evaluation

- The Application for Percolation & Deephole Soils Evaluation must be filled out and submitted to the Board of Health office with the required fee prior to testing, Residential: \$300.00/Commercial: \$400.00.
- Appointments are scheduled by having the engineer contact the Board of Health Engineer at 508-987-6108. Please provide the Permit #, Location of Testing, and Return Contact Information including name, engineering firm and phone number.
- The application will be valid for a period of one (1) year from date of issue. Fees are non-refundable.
- Percolation/soils evaluation results are due to the Board of Health office no later than sixty (60) days from date of testing. All results must be submitted on DEP approved soils data forms.

## Plan Review

- The Plan Review Application Package must be filled out and submitted to the Board of Health office with the required fee, Residential: \$200.00/Commercial \$300.00. This includes the following:
  - 1) 3 copies of design plan wet stamped by a Massachusetts Registered Professional Engineer or Registered Sanitarian
  - 2) Application for Disposal Works Construction Permit
  - 3) Copy of Completed Soils Testing Log (if not already on file)
  - 4) Well Permit Application (if applicable)
  - 5) Required Fee (Cash or check made payable to Town of Charlton)
  - 6) Plan Review Submittal Check List completely filled out.
- Chapter 111 § 31E of the Annotated Laws of Massachusetts state that a Board of Health shall act upon a completed application for construction of an on-site sewage disposal system within 45 days from the date of the filed completed application.
- The Board of Health office will notify you if plans are Approved or Denied/Returned for revisions.
- The first revision will have no charge, subsequent revisions are \$75.00 each.

## Disposal Works Construction Permit

- Once the Plan Review is approved, the Disposal Works Construction Permit must be pulled by the installer prior to the beginning of construction. Also, the Request for System Inspection is due at this time with the required fee, Residential: \$250.00/Commercial: \$350.00/Component: \$75.00.
- The installer must be licensed in the Town of Charlton for the current year.

## **Inspections**

- The installer must contact the Board of Health Engineer, Tom Purcell, at 774-200-9317 to request an inspection.

## **Certificate of Compliance**

- Once the installation is completed, the installer must fill out and return the Installer Certification of Septic System Fill Material along with a Sieve Analysis to the Board of Health office.
- The engineer should submit the completed Certificate of Compliance to the Board of Health office along with two (2) sets of As-Built plans.
- It is the owners/applicants responsibility to see that he or she has all of the necessary signatures.

## **Component Repair**

- If just a component such as a D-box or tank needs to be replaced, no engineer is necessary. If it is determined to be just a component and has nothing to do with the leach field, the installer can fill out a Disposal Works Construction Permit and a Request for System Inspection with the proper component(s) to be inspected checked off. The fee is \$75.00.
- Once the repair is completed, the installer must fill out and return the Certificate of Compliance for Component Replacement and/or Repair.